

Second Street's Technology Handbook & Documents





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1.0 Technology at Second Street

1.1 Technology Goals

Second Street has listed five technology goals that will be achieved through the 1-to-1 initiative, which are:

1. Extend student learning beyond the walls of the classroom
2. Prepare students to be safe, responsible and innovative digital citizens
3. Engage students in real-world problems by collaborating with others in the classroom and across the world
4. Enable students to take responsibility for their own learning
5. Provide students with the tools to be successful in their future endeavors in higher education and/or careers

1.2 How Technology Will Be Used at Second Street

1. Technology will be used to enhance the instruction in the classroom by providing unlimited resources and opportunities to collaborate and communicate through a variety of technologies.
2. Students will be accessing Google Apps for Education (GAFE) to create and collaborate in the classroom.
3. Student will have access to a Frankfort issued email address, however most collaboration and communication will occur through GAFE.
4. Students will use the World Wide Web to conduct research and read a variety of materials.
5. Students will collaborate with peers and instructors through GAFE.
6. Students will utilize Mastery Connect to keep track of their mastery levels for each standard.
7. Students will utilize a variety of online resources for educational purposes such as Exact Path, Read Theory, etc.

1.3 Student Pledge

Students will be required to sign a document agreeing to abide by the statements below in order to use a FIS device at Second Street.

1. I will return the device to its designated cart at the end of every day and charge my device overnight.



2. I understand I will be billed for replacement/repair costs if device is **irresponsibly and/or intentionally** damaged, lost, stolen, or not returned correctly. (Repair/Replacement costs are listed on page 5).
3. I will treat this device with care and maintain the device in clean condition.
4. I will follow general maintenance alerts and advice from school technology personnel regarding this device.
5. I will promptly report any malfunction, loss, damage, or theft of this device to the classroom teacher.
6. I understand that what I do on this computer will be monitored by teachers and administration.
7. I will not change the "settings" on any devices, unless specifically asked by my teacher.
8. I will respect the files of others by refraining from using, altering, reading, or deleting another student's file(s). If a file is left open on any device, the students should alert the teacher or creator of the file.
9. I will ONLY use apps or websites in which the teacher has instructed them to use. Students are NOT to check personal email, use social media or browse the internet freely for personal entertainment purposes.
10. I understand that the use of the camera or video on any device must ONLY be utilized for educational purposes, such as recording learning results.

1.4 Personally-Owned Devices Policy

Cell phones and other personal devices, such as iPods and tablets, will not be allowed in the classrooms. Personal computers, chromebooks, etc. will ONLY be allowed with the 1-to-1 initiative if document 4.4 has been completed and signed. Students should only be using FIS chromebooks or other FIS devices, unless the device has been approved through document 4.4.

1.5 DDL - Digital Driver's License



The DDL is an online course that provides five learning modules with information, videos, and Prove-It quizzes. Before completing the Prove-It quiz, a student must read all information and watch the videos presented. This may be completed a little at a time or done all at once. Each Prove-It quiz requires a score of 80% or higher to pass. A student may have multiple attempts. Once all Prove-Its have been passed, the student will receive their Digital Driver's License and be able to use a device.

The DDL's will be administered at school during an extended class period and the licenses will be kept on file. All 6th-8th graders are required to have a DDL. Once all 6th-8th graders are assessed during the 2017-2018 school year, only incoming 6th graders will need to take the course starting in 2018-2019.



2.0 Social Media Use

Social Media, of any kind, will not be allowed on any FIS devices unless directly instructed by a teacher. If issues arise, discipline actions may be taken, which can be found in the discipline section below.

3.0 Discipline

3.1 Cyberbullying

The National Crime Prevention Council defines cyberbullying as: “When the Internet, cell phones or other devices are used to send or post text or images intended to hurt or embarrass another person.”

Types of Cyberbullying - Cyberbullying can take many forms. Properly identifying and preventing cyberbullying requires an understanding of the different ways technology can be used to hurt others.

- a. Flaming - Online fights using electronic messages with angry or vulgar language.
- b. Harassment - Repeatedly sending nasty, mean, and insulting messages.
- c. Denigration - “Dissing” someone online. Sending or posting gossip or rumors about a person to damage his or her reputation or friendships.
- d. Impersonation - Pretending to be someone else and sending or posting material to get that person in trouble or damage their reputation.
- e. Outing - Sharing someone’s secrets or embarrassing information or images online.
- f. Trickery - Tricking someone into revealing secrets or embarrassing information and then sharing it online.
- g. Exclusion - Intentionally and cruelly excluding someone.
- h. Cyberstalking - Repeated, intense harassment and denigration that includes threats or creates significant fear.

* From “An Educator’s Guide to Cyberbullying and Cyber-threats,” by Nancy Willard.

3.2 Examples of Responsible/Irresponsible Technology Use

Responsible

1. Use school technologies for school-related activities.



2. Follow the same guidelines for respectful, responsible behavior online as offline.
3. Treat school resources carefully, and alert staff if there is any problem with their operation.
4. 4. Encourage positive, constructive discussion when using communicative or collaborative technologies.
5. Alert school personnel of threatening, inappropriate, or harmful content online.
6. Use school technologies at appropriate times, in approved places, for educational pursuits.
7. Cite sources when using online sites and resources for research.
8. Recognize that use of school technologies is a privilege and treat it as such.
9. Be cautious to protect the safety of everybody.
10. Help to protect the security of school resources by reporting misuse or illegal activities.

Irresponsible Use

1. Use school technologies in a way that could be personally or physically harmful.
2. Attempt to find, create, or store inappropriate images or content.
3. Engage in cyberbullying, harassment, or disrespectful conduct toward others.
4. Try to find ways to circumvent the school's safety measures and filtering tools.
5. Downloading apps that are rated 12+ or higher, or explicit material.
6. Use school technologies to send spam or chain mail.
7. Plagiarize content found online.
8. Post personally-identifying information, about myself or others.
9. Agree to meet someone you met online in real life.
10. Use of chat rooms, sites selling term papers, book reports, and other forms of student work.
11. Use text and messaging services outside of the district's Learning Management System.
12. Illegal installation or transmission of copyrighted materials.
13. Use language online that would be irresponsible in the classroom.
14. Use school technologies for illegal activities or to pursue information on such Activities.
15. Attempt to hack or access sites or servers.
16. Gaining access to other student's accounts, files, and/or data.
17. Listening or viewing media or books labeled "Explicit".

*This is not intended to be a complete list, just a few specific examples



3.3 Processes and Consequences of a Violation of the Acceptable Use Agreement

If violations of the Internet/Electronic Acceptable Use Policy occur, repercussions could occur as decided upon by building administration, including, but not limited to:

- a. Restrictions placed on iPads/Chromebooks/Computers
- b. Notification of parents
- c. Detention or suspension from school and school related activities
- d. Loss of iPad/Chromebooks/Computer privileges
- e. Financial Consequences
- f. Legal action and/or prosecution

3.4 Damages & Fees

Students will be billed for replacement/repair costs if device is **irresponsibly and/or intentionally** damaged, lost, stolen, or not returned correctly. (Repair/Replacement costs listed below).

Type of Repair	Cost
Broken Screen	\$50
Broken Keyboard	\$50
Lost/Broken Charger	\$30
Replacement of Device	\$200

3.5 Student Handbook Guidelines

If violations to the Internet/Electronic Acceptable Use Policy occur, then the punishment will depend on the offense. More information around behavior can be found in the district student handbook, but areas that relate to technology and behavior can be found below, which is quoted from the handbook.

- When students violate prohibitions of this policy, they shall be subject to disciplinary action, including losing the privilege of bringing the device onto school property and being reported to their parent/guardian. A violation also may result in a report being made to law enforcement. In addition, an administrator may confiscate the device, which shall be returned only to the student’s parent/guardian (p. 6).
- Individuals who refuse to sign required acceptable use documents [Policy 8.2323] or who violate District rules governing the use of District technology shall be subject to loss or restriction of the privilege of using equipment, software, information access systems,



or other computing and telecommunications technologies (p. 6).

- Employees and students shall be subject to disciplinary action, up to and including termination (employees) and expulsion (students) for violating this policy and acceptable use rules and regulations established by the school or District (p. 6).
- Any breach of this Code or the District Policies and Procedures, including but not limited to, Internet/Electronic Acceptable Use Policy and Administrative Procedures (08.2323), by any user will result in the immediate suspension of network access and other appropriate disciplinary action. The length of time of this penalty is to be determined by building and/or district administrators (p. 7).
- Students shall be responsible for damage to school property and personal property of others, and may be appropriately disciplined including possible report to law enforcement.
 - Students who steal or willfully or wantonly destroy, deface or damage property shall be subject to suspension or expulsion from school.
 - Parents shall be liable for property damage caused by their minor children (p.8).

The entire FIS District Code of Acceptable Behavior & Discipline can be found at <http://www.frankfort.k12.ky.us/Downloads/FIS%20Code%20of%20Acceptable%20Behavior%20and%20Discipline2.pdf>

4.0 Documents Needing Signature (listed on pages 8-10)



4.1 FIS Internet/Electronic Acceptable Use Policy

As a user of the Frankfort Independent School District computer network, I hereby agree to comply with the school district internet and electronic mail rules and to communicate over the network in a responsible manner while abiding by all relevant laws and restrictions. I fully agree and understand that computer use and internet access is a privilege - not a right! I also understand that students who access inappropriate sites for any length of time or tell other students how to access inappropriate sites will lose all rights to internet use for the remainder of the school year.

Student Signature: _____ Date: _____

Parents, please check the appropriate box below indicating whether YOU DO or DO NOT give permission for your child to use the internet at school.

_____ As the parent or legal guardian of the student signing above, I grant permission for my
(YOU DO) child to access networked services such as electronic mail and the internet. I understand that some materials on the internet may be objectionable; however, I accept responsibility for the guidance of the internet use by setting and conveying standards for my child to follow when selecting, sharing, researching or exploring electronic information and media. I understand that internet use at school is restricted for educational purposes and is supervised.

_____ As the parent or legal guardian of the student signing above, I DO NOT grant
(DO NOT) permission for my child to access networked services such as electronic mail or the internet at school.

Parent/Guardian Signature _____ Date: _____



4.2 Second Street School Student/Parent Technology Usage Contract

Student Name (printed): _____ Grade (circle): 4th 5th 6th 7th 8th

This agreement is for student use of district devices. The Frankfort Independent School District grants the user permission to use technology related devices at school if the user agrees to the following:

1. I will return the device to its designated cart at the end of every day and charge my device overnight.
2. I understand I will be billed for replacement/repair costs if device is **irresponsibly and/or intentionally** damaged, lost, stolen, or not returned correctly. (Repair/Replacement costs listed below).
3. I will treat this device with care and maintain the device in clean condition.
4. I will follow general maintenance alerts and advice from school technology personnel regarding this device.
5. I will promptly report any malfunction, loss, damage, or theft of this device to the classroom teacher.
6. I understand that what I do on this computer will be monitored by teachers and administration.
7. I will not change the “settings” on any devices, unless specifically asked by my teacher.
8. I will respect the files of others by refraining from using, altering, reading, or deleting another student’s file(s). If a file is left open on any device, the students should alert the teacher or creator of the file.
9. I will **ONLY** use apps or websites in which the teacher has instructed them to use. Students are **NOT** to check personal email, use social media or browse the internet freely for personal entertainment purposes.
10. I understand that the use of the camera or video on any device must only be utilized for educational purposes, such as recording learning results.

Type of Repair	Cost
Broken Screen	\$50
Broken Keyboard	\$50
Lost/Broken Charger	\$30
Replacement of Device	\$200

I fully understand that if I/(my child) violate(s) any of the above, I/(my child) may not be permitted to use school equipment in the future and may be billed for any costs incurred by the District.

Student Signature

Date

Parent Signature

Date



4.3 Second Street School Acknowledgement of Handbook

By signing this form, you acknowledge that you have read the Second Street Technology Handbook, which is available online at <http://www.frankfort.k12.ky.us/TechnologyHandbook.aspx>. The Technology Handbook provides information about the technology goals at Second Street, social media use, discipline protocols, and documents that need to be signed. We encourage you to review it carefully. The Technology Handbook is subject to change. If the Handbook is changed, you may obtain a revised copy by visiting our website at <http://www.frankfort.k12.ky.us/TechnologyHandbook.aspx> or on request from our staff.

I, _____ (student's name printed) acknowledge receipt of the Technology Handbook from Second Street School.

Student Signature: _____

I, _____ (parent/guardian name printed) acknowledge receipt of the Technology Handbook from Second Street School.

Parent/Guardian Signature: _____

Date: _____



**4.4 Second Street School
Personally-Owned Device Document**

Student Name (printed): _____ Grade (circle): 4th 5th 6th 7th 8th

This agreement grants permission to students who prefer to use a personal laptop/chromebook instead of a FIS issued device. This does not apply to cell phones or tablets. The Frankfort Independent School District grants the user permission to use their personal device at school if the user agrees to the following:

1. I will bring my device to school every day in order to be prepared for class, charged and ready for use.
2. I understand that Frankfort Independent Schools will not be liable for ANY damages to my device, including but not limited to, a cracked screen or missing key.
3. Frankfort Independent Schools is not responsible if a personal device is lost or stolen.
4. I will ALWAYS log in using my FIS account at school. Personal accounts will not be allowed during school hours.
5. I will abide by all the regulations on document 4.2 Student/Parent Technology Usage Contract.

I fully understand that by signing this document that I/(my child) is in charge of their personal device and that Frankfort Independent Schools is not liable for the device. I also fully understand that I must adhere to all of the items listed above.

Student Signature

Date

Parent Signature

Date



4.5 Second Street School Technology Take Home Document

Student Name (printed): _____ Grade (circle): 4th 5th 6th 7th 8th

This agreement grants permission to students who need to take a device home for educational purposes. This is granted based on student need and must be approved by the district technology department and school Principal.

The Frankfort Independent School District grants the user permission to use a FIS issued device at home if the user agrees to the following:

1. Before a student is granted permission to take their assigned technology device home, he/she and his/her parent or guardian must sign this form.
2. Before the technology is assigned to a student, the parents or guardians must assume financial responsibility for the equipment by signing the Student/Parent Technology Usage Contract. The approximate replacement cost of the technology is \$200.
3. When technology is taken home by the student, it must be returned to the school on the decided date listed on this form. Failure to return the equipment on time may result in loss of the privilege of taking the equipment home again.
4. All technology is the property of Frankfort Independent Schools. FIS reserves the right to demand the immediate return of the equipment at any time. The technology should only be used by the student who has signed the agreement.
5. All users are responsible for reporting damaged, lost, or stolen Devices ASAP. Damage reports must be submitted to the Frankfort Independent Department of Technology.
6. All users will make their assigned portable technology available to the Frankfort Independent Department of Technology or their authorized representatives for periodic maintenance and system upgrades.
7. Any and all changes in configuration, hardware and/or software, shall be made only by the Frankfort Independent Department of Technology or their authorized representatives. No outside vendors or individuals are authorized to work on this equipment.
8. Persons to whom portable technology devices are assigned shall be the sole user of the technology.
9. All users must agree to abide by the district "Acceptable Use Policy" and other appropriate policies the district has put into place for technology access.



I agree to the guidelines and procedures outlined on this form and agree to take full responsibility (including financial) for the device.

Device checked out on: _____

Device will be returned on: _____

Approved by: _____ and _____
District Technology School Principal

Student Signature

Date

Parent Signature

Date